

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

INTERNAL AUDIT MANAGER

Role Title: Audit Services Manager II

Position #00399

Pay Band 6, Level I - Hiring Range: \$54,580 - \$95,000

Closing Date: December 16, 2013

Challenging opportunity to provide leadership for the Virginia Medicaid Internal Audit Division staff, and assist the Internal Audit Director in supervising, training, and developing audit staff. This position plans, conducts, and coordinates financial, compliance, operational, information systems, and program audits as well as concurrent tests. Additionally responsible for reviewing the performance of assigned staff, appraising the adequacy of corrective actions associated with all DMAS IA staff assigned reviews and tests to improve deficient DMAS conditions, and also serves with the IA Director as the DMAS IA Quality Assurance Committee. Applicants should have considerable knowledge of the Federal grants environment (specifically as applicable to Medicaid) and knowledge of the Medicaid Program in general. Requires working knowledge of generally accepted accounting principles, accounting systems, and both IIA and GAO auditing standards. Requires demonstrated ability to supervise professional staff and knowledge of supervisory principles and practices. Requires proven ability to apply audit principles and concepts to all organizational components, reach logical conclusions and make sound recommendations. Must have demonstrated ability to supervise multiple audit projects and independently conduct concurrent audit tests and conventional audits. Must have experience interpreting and applying pertinent laws and regulations to specific situations. Requires proficiency with the PC for word processing software, spreadsheet, and database applications; and knowledge of information system concepts and computer assisted auditing techniques; expert level of skill in the use of Excel software for audit analyses is a must. Proven ability to communicate effectively at all levels both verbally and in writing is required. Must have experience directing and supervising professional staff. Prefer degree with major study in accounting, information systems, business administration, or related field. Prefer certification as a CIA, CPA, CISA, or CFE.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA